



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

Wireless Classroom Initiative (WCI)

District Preparation Guidance

In order to prepare for engaging vendors to complete wireless classroom site surveys and to submit proposals for district-wide implementation, RIDE requires that School Districts/LEAs follow these steps for every school:

- 1) Access the following items from the RIDE website (<http://www.ride.ri.gov/FundingFinance/SchoolDistrictFinancialData/WirelessClassroomInitiative>) to share with vendors:
 - a) WCI Vendor Instructions
 - b) WCI Site Survey Template
 - c) WCI Implementation Checklist

- 2) Be prepared to provide every vendor conducting a site survey with a floor map (see Figure 1: Sample Floor Map) of each school. The map should indicate all existing data network infrastructure facilities, including wiring and equipment closets, data centers, and current wireless access points. The map must also identify all actively used Core Classrooms and Media Center/Library areas¹ eligible for wireless coverage.

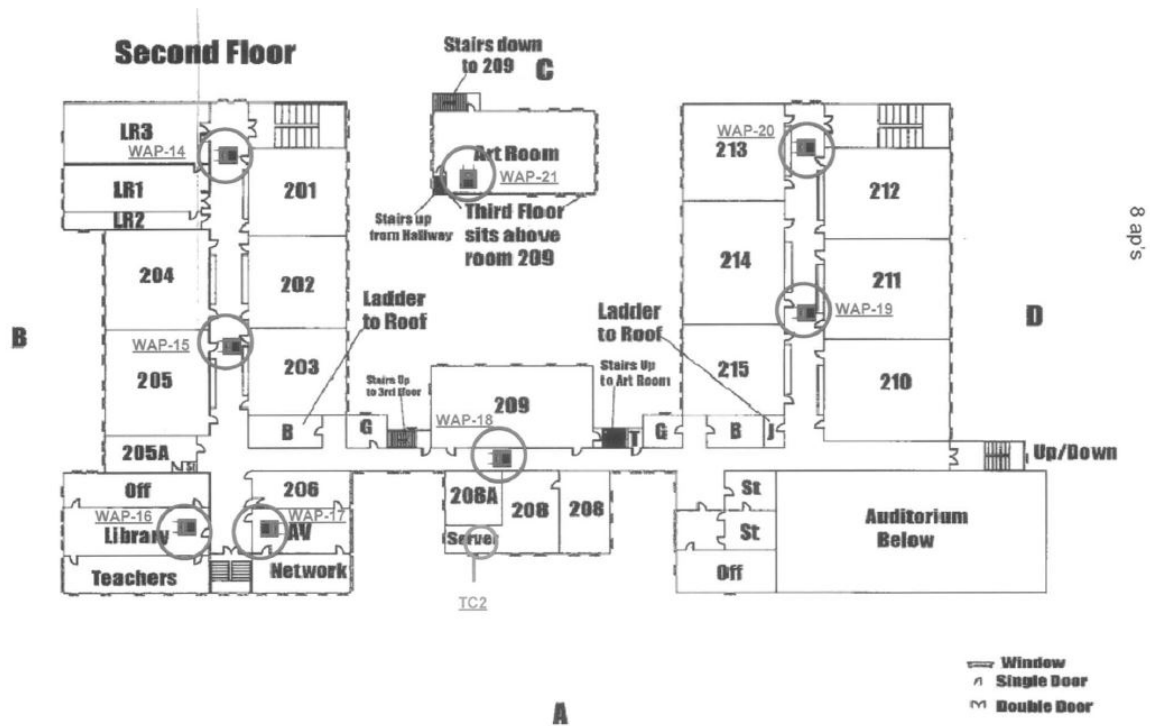


Figure 1: Sample Floor Map

- 3) Contact a minimum of 3 vendors (more if required by local procurement rules) from the WCI authorized vendor list (MPA #482) and schedule each to conduct a site survey in every school.
 - a) A list of approved WCI vendors and the brands of equipment that they work with is posted on the [RIDE website](#).
 - b) It is important to provide each vendor with the same level of information and opportunities to ask questions as a matter of fairness in the proposal process.
 - c) Inform each vendor that they have 60 days from the first formal contact to submit their survey results and proposals to RIDE. The vendor is to mail those submissions to:

Craig Hockenbrough
 RIDE – WCI Site Surveys
 For [School District Name]
 Office of Statewide Efficiencies
 255 Westminster Street, 6th Floor
 Providence, RI 02903

Each submission must include a minimum of two (2) hardcopies of all materials plus electronic copies of all documents organized on a CD or flash drive. Files must be submitted in Microsoft Office – compatible format.

- d) As soon as possible, please notify the RIDE WCI PMO by email (WirelessInitiative@ride.ri.gov) of the following upon scheduling site surveys:
 - i) The name of the vendor to do the site surveys
 - ii) The date of first formal contact
 - iii) The planned schedule of site surveys identifying school and target date
 - iv) The LEA contact in charge of scheduling and supervision of the surveys
 - v) Attach copies of all maps and other documents provided to vendors facilitating site surveys
- 4) The RIDE PMO will notify the LEA contact when all surveys/proposals have been received and schedule a proposal review meeting. The sealed surveys will be opened during that meeting for initial review. The LEA representative(s) will be permitted to leave the meeting with copies of the proposals for further review and to come up with a recommended vendor/solution for implementation.
- 5) Ensure that all work where the district-wide, multi-year total exceeds \$500,000 complies with the following:
 - a) School Construction Regulations (SCR)
 - b) The Northeast Collaborative for High Performance Schools (NECHPS) protocol
 - c) All applicable federal, state and local laws and regulations. Examples of these requirements include, but are not limited to labor (e.g. “prevailing wages”), safety (e.g. OSHA), and construction permits (e.g. electrical).
 - d) The School District / LEA is responsible for the identification and remediation of any hazardous materials. Please address any questions about the SCR and NECHPS protocol to Joseph da Silva at joseph.dasilva@ride.ri.gov or (401) 222-4294.
- 6) The major upcoming milestones for WCI are:

March 2013	WCI MPA List of Qualified Vendors released
August 1, 2013	All site surveys and proposals received by RIDE
September 30 2013	Final day for contracts to be awarded to vendors
February 2015	All site work expected to be completed

- 7) WCI Grant Awards will be based on district needs and amount of available funding. Funds will be distributed as the vendor invoices the LEA at key implementation milestones. These milestones include:
 - a) Completion and acceptance of proposed wiring
 - b) Installation and acceptance of all equipment
 - c) LEA walkthrough and acceptance of final implementation
 - d) Completion and final acceptance of post implementation “burn-in” period

ⁱ See RIDE School Construction Regulations for definitions